

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>INV-003</b>
	Subject <b>Incident Management System (IMS)</b>	
	Special Instructions Replaces INV-003 dated March 1, 2015	Effective Date <b>January 25, 2018</b>

## I. PURPOSE

Establish guidelines to control and manage criminal and non-criminal investigations and reports.

## II. POLICY

Any police employee who becomes aware of a crime or incident requiring police action shall immediately take the appropriate action to ensure the crime or incident is properly investigated and thoroughly documented on the appropriate initial and supplemental criminal report forms. It shall be the police employee's responsibility to ensure all initial and supplement reports are completed and submitted within the established timeframes as outlined in the Incident Management System (IMS) Manual, formally referred to as the Case or Records Management System.

## III. INCIDENT MANAGEMENT SYSTEM

A. Police employees shall cause an investigation of all criminal and non-criminal complaints reported to them or which come to their attention which requires a police action.

B. All police employees shall adhere to the procedures and timelines contained within the IMS Manual, as well as this SOP.

1. All information within an Initial Criminal Incident Report (ICIR) shall only be accessed for investigative or job specific administrative purposes. This is in conjunction with IMS-007, Section III of the Incident Management System (IMS) Manual.

C. Reports:

1. (Criminal) Initial Criminal Incident Report (ICIR) – Documents a criminal investigation. An ICIR and all included documents may only be released with a proper legal subpoena.

2. Non-Criminal Incident Report (NCIR)– Documents non-criminal information only and may be released to the public.

4. News Release Information form – Provides public details (for media release) to an initial criminal incident report/investigation.

5. Supplemental Report – Documents new or additional information or changes of status to an existing case or evidence within the case or may document investigative assistance provided by other Department police employees.

D. An ICIR or NCIR report number shall be drawn by the assigned officer no later than the end of the shift on the day the officer becomes aware of the crime or incident.

E. ICIR and NCIR numbers shall be assigned utilizing the Computer Aided Dispatch (CAD) system.

F. ICIR and NCIR reports **shall not contain intelligence information**; additionally, NCIR reports shall not contain criminal history information.

G. A tracking arrest number shall be assigned to all persons incarcerated for a criminal violation. This number shall be obtained from the applicable regional dispatch center:

1. Where the crime has been committed and an ISP case number has been assigned;
2. Where the crime has occurred and an ISP case number has not yet been assigned; or
3. From the district where the arrest occurred when the suspect has been charged with a crime by an agency other than ISP.

H. An officer assigned a case shall advise dispatch personnel of required action, including entering and/or canceling IDACS/NCIC entries, and shall document the action in either the original ICIR or a supplemental ICIR.

#### IV. **FINGERPRINTING AN ARRESTEE**

A. Any Department police employee making any felony or Class A misdemeanor, except for those "A" misdemeanor offenses which are traffic violations (title 9 series offenses), an arrest shall cause all arrestees 18 years of age or older to be fingerprinted.

B. Juveniles (ages 14 through 17) arrested for a felony or designated misdemeanor shall only be fingerprinted with prior approval of the appropriate juvenile court.

C. When a child is arrested for an offense listed in IC 31-37-4-3, the arresting officer shall notify the Chief Administrative Officer or the Superintendent of the school district where the child is enrolled (including during summer vacation) within 48 hours of the arrest. The child's name and the reason for the arrest may be released; other information considered confidential under state or federal law may not be disclosed to the school or school administrators.

D. When fingerprinting an arrestee, an ICIR number shall be obtained from the regional dispatch where the arrest was made and included on all written reports. When an arrest is made and a case number is not required, a UTT # shall be entered onto the print card in the DOC/Agency box.

E. Only approved fingerprint methods shall be utilized when taking fingerprints, and completed fingerprints shall be distributed as outlined in the IMS Manual.

F. It shall be the responsibility of the arresting officer to ensure all data is accurately entered into the appropriate data fields for print cards at Live Scan locations; including the correct ORI of the

appropriate ISP district of venue in the “ORI of Arresting Agency” field, as well as the correct ISP ICIR number into the “DOC/Agency Number” field.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.